

PERFORMANCE MANAGEMENT AT NSF

(Employee Name)

(Date)

The Performance Management program at NSF integrates performance, pay, and awards into the basic management plan in order to improve the effectiveness of both the employees and the Foundation. It is designed to:

- Communicate and clarify NSF goals and objectives;
- Hold Employees accountable for the accomplishment of NSF goals and objectives;
- Evaluate and suggest improvements to individual and organizational performance;
- Serves as a basis for adjusting pay, determining awards, training, rewarding, reassigning, promoting, reducing in grade, retaining, and removing employees;
- Recognize and reward high level performance.

Employees are covered by one of two different performance appraisal systems.

[NOTE: Consultants and Intergovernmental Personnel Act (IPA) assignees are not covered by the Performance Management program.] Individual performance is formally evaluated and rated once a year. In addition, one formal progress review should take place during each rating period. Although no rating is assigned at that time, the review provides an opportunity to discuss how well the employee is performing and what improvement can be made. The two performance systems are:

1. The General Workforce Performance Management System (GWF) for NSF Employees not in the SES. The rating period is from April 1st to March 31st.
2. The Senior Executive Service (SES) for Senior Executive employees. The rating period is from September 1st to August 31st.

Performance Plans are due within 30 days after an employee enters on duty. Further information about the Performance Management System at NSF can be found in the Personnel Manual (NSF Manual 14), Section IV or by contacting a member of the Performance and Information Management Branch in HRM.